

ELIZABETH HOWE

EMPLOYMENT HISTORY

National Foundation for Ectodermal Dysplasias, 1988 to present

Outreach Coordinator

Identify communities in which educational conferences will be presented. Recruit local volunteers, identify financial and promotional resources. Design promotional materials. Implement and evaluate programs. Secure funding through grants and special events. Assure continued volunteer activities in the area.

Regional Representative

Develop educational and service programs through local volunteers. Coordinate conferences for families and professionals. Promote programs using media releases, public speaking, and publications. Raise funds through special events, corporate solicitations, direct mail campaigns and grant writing.

National Director of Development

Responsible for financial and promotional activities. Recruit volunteer committees to plan and implement fund raising projects. Annual income doubled in less than 4 years.

Arthritis Foundation, Hawaii Chapter. 1985 to 1987

Executive Director

Supervise a staff of 5. Support a Board of Directors. Develop a planning cycle to prepare budgets, including United Way. Coordinate special event fund raising and grant writing. Establish a computerized donor base. Preside over all committees including Long Range Planning. Increased revenue by 20% in one year.

Program Director

Develop and implement patient education programs. Recruit and train volunteers. Promote activities through media, public speaking, and publications.

American Diabetes Association, Arkansas Affiliate. 1983 to 1985

Executive Director

Direct a statewide network of 10 chapters. Supervise an office staff. Recruit and train volunteers including a Board of Directors. Develop leadership, education, and fund raising program guides. Prepare budget and financial statements. Public speaking to service organizations, medical associations and general public. Responsible for organization's 58% income increase.

EMPLOYMENT HISTORY (cont.)

Arkansas ABLE 1982

Executive Director

Implement a new grant program for the employment of senior citizens. Hire of staff, develop a Board of Advisors and select office facilities. Prepare funding proposals to secure funding for the second program year.

National Multiple Sclerosis Society, Alaska Chapter. 1978 to 1981

Executive Director

Direct a statewide program of educational, community awareness and fund raising activities. Recruit and train volunteers to plan, direct and implement programs. Host weekly radio programs for the handicapped.

EDUCATION

University of Oregon,
Community Service and Public Affairs
B.A.,
University of Alaska, Anchorage,
Public Administration
Post Graduate Courses

SEMINARS AND SPECIAL TRAINING

Management by Objectives
Training for Trainers
Counseling and Communications
Fiscal Management
Chapter Development
Arthritis Self Help Course, Certified Instructor

OFFICES AND HONORS

Soroptimists International of Auburn
Education and Environment Committee, Chairman
Auburn School District
Citizen's Ad Hoc Committee
Spelling Curriculum Adoption Committee
Big Brothers / Big Sisters
Public Relations Committee, Chairman
Youth Volunteers in Action, Chairman of the Board of Directors
Anchorage Municipal Advisory Commission on Volunteerism, Chairman

ORGANIZATIONAL AFFILIATIONS

Food & Drug Administration,
Consumer Representative on Dental Devices
Pacific Northwest Regional Genetics Network,
Consumer Committee

(revised 8/02)